

Nurse Aide Registry

Nurse Aide Registry General Information Line:	317-232-0803 317-233-7639
Nurse Aide Registry General Fax Number:	317-233-7750
QMA and CAN training programs:	317-233-7615
Automated Registry Information:	317-233-7612

The purpose of the Nurse Aide Registry is to establish a list of Certified Nurse Aides for the state of Indiana which serves as an employment reference and check of certification, as well as keeping track of complaints and findings against nurse aides to prohibit employment. The registry is a computerized listing of nurse aides who **have** completed the training and certification process including the 105-hr course and test.

The registry is a federally mandated program and requires that the state provide information to callers regarding the certification of aides, findings or complaints on their records and general information about the Registry process.

A list of nurse aides who have verified findings on their Registry records is updated every two (2) weeks by the Indiana State Department of Health ("Department") on the web page. It is a requirement that facilities call the Registry to determine the status of each and every nurse aide who seeks employment. Nurse aides who have findings on their Registry records may not be employed in Indiana or elsewhere. Many of these aides continue to seek employment knowing full well they are prohibited from doing so.

The criminal history law also prohibits the employment of aides and other non-licensed personnel if they have been convicted of certain crimes. This is an Indiana law and it includes facilities as well as employment agencies and nursing "pools". Criminal history information can be obtained from the:

INDIANA STATE POLICE CENTRAL REPOSITORY
INDIANA GOVERNMENT CENTER - NORTH
100 SENATE AVENUE - ROOM 302
INDIANAPOLIS, INDIANA 46206
Telephone: 317-232-8262

Please be advised that the criminal history law is not a requirement of the Nurse Aide Registry. It is Indiana law and you should obtain copies of this law from your attorney or legal counsel in order to understand the law and fully comply. The Registry is interested in criminal history information about aides and you should send copies of such information to the Registry. The Criminal History Law is in the Indiana Code: IC 16-28-13.

The Registry has an automated telephone answering system which operates 24 hours a day 7 days a week. It is the quickest and easiest way to obtain CNA information. This system will also tell you if the CNA has a complaint on record and is not employable. You will need to have the Social Security Number of the aide to use the system. The Registry Automated Number is 317/233-7612.

Access Indiana (<http://www.in.gov/>) is a website that facilities can use to obtain information on CNA's, HHA, and QMA's. The cost is fifty (\$50) dollars per year for a subscription and one (\$1) dollar per aid requested. This can be downloaded and printed. It is updated once a day, five days a week (no weekends).

The Registry has a limited ability to handle walk-in requests. If the CNA comes to the Indiana State Department of Health ("Department") they **MUST** bring a picture I.D., such as a driver's license, in order to obtain information.

If you need to report a complaint regarding a CNA, you should do so to the Indiana State Department of Health complaint line at **1-800-246-8909**. Reporting complaints to the Registry directly will only slow down the process. All complaints regarding a nurse aide and charges of abuse, neglect or misappropriation of a resident's property will be investigated. During this investigation, no information will be given to the facility or the aide. If a hearing is held and results in a finding against the aide, the aide and the facility will be notified by certified mail. The finding is placed on the Registry records and the aide is prohibited from working as a CNA. It is **IMPORTANT** to keep calling the Registry to obtain current status information.

ATTACHMENT 1

NURSE AIDE REGISTRY					
<i>THE FOLLOWING INFORMATION IS A GUIDE ON HOW TO BE PLACED ON THE NURSE AIDE REGISTRY:</i>					
STATUS	COURSE	RECIPROCITY	EMPLOYMENT	PROF. RESOURCES	PLACED ON REGISTRY
TRAINEE	105-hr. Course & Practicum	⇒	⇒	Test	X
WORKING AIDE	⇒	⇒	Verification of employment in last 24 months	⇒	X
WORKING AIDE & QMA <u>NOT</u> ON REGISTRY & <u>NOT</u> GRANDFATHERED IN	105-hr. Course & Practicum	⇒	⇒	Test	X
AIDE FROM OUT- OF- STATE	⇒	On another State Registry with good standing	Verified employment in last 24 months	Test	X
AIDE FROM OUT- OF- STATE & IS <u>NOT</u> ON THEIR REGISTRY	105-hr. Course & Practicum	<u>NOT</u> on another State Registry	⇒	Test	X
AIDE <u>NOT</u> WORKED IN 24 MONTHS	105-hr. Course & Practicum	⇒	⇒	Test	X
AIDE, QMA, OR TRAINEE WITH COMPLAINT ON REGISTRY	⇒	⇒	<u>NOT</u> employable in any state	⇒	Kept on registry for information purposes only